

## APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76—RM—1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section. FOR RECORDS MANAGEMENT USE FOR AGENCY USE 1. Agency Address Application Date Application Number Department of Education 81-132-A Office of Vocational Education Date Received Date Completed Application Number Atlanta, Georgia 30334 SEP 2 5 1981 | OCT 2 6 1981 Telephone Number 2. Person to Contact **Working Title** Gail Wingo Administrative Secretary 656-6711 3. Action Requested a. 

Establish Retention Schedule; record will continue to accumulate. b. Dispose of present accumulation; no further accumulation anticipated. c. Amend Application No. 81-132 Check One: A Change; D Supercede; D Void 5. Records Series Title (followed by title used in office; if different) 4. Dates of Series Earliest Change What is the function of the Division and the Office in which this record series is created? 6. Division and Office Function No Change This file contains the following documents (include form numbers and titles, if any): 7. Record Series Description Attach samples of the file. Documents relating to: Included are: No Change File is arranged: How often are records referred to which are: 8. Monthly Reference Rate : Seven to twelve months old \_\_\_\_\_; Thirteen to twenty-four months old \_\_\_\_\_; One to six months old \_\_\_\_\_ twenty-five months and older \_ 9. Annual Rate of Accumulation of Records Letter-size drawers \_\_\_\_\_; Legal-size drawers \_\_\_\_\_; Shelves \_\_\_\_\_; Other (specify) \_\_\_\_\_ AR-50-71; Rev. 76

PES NO 10. Questionnaire (Place an "X" in the proper column)  a. Is this the official copy of the series? If not, where is it?  b. Does the series contain confidential information requiring security handling? If yes, cite law or record to the series have historical or long term research value?  c. Is this a vital record?  d. Does this series have historical or long term research value?  e. When one or two documents in the file make it necessary to keep the entire file for a long period, or documents be scheduled separately?  f. Is the information contained in this series ever published? If yes, attach copy.  g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.	
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g. Is the information contained in this series ever analyzed and/or recorded in a summarized report?  If yes, attach copy,	
If yes, attach copy,	
h. Is there a duplication of this series in your office, or in another office or agency?  If yes, where?	
i. Is this series (or a major portion of it) regularly microfilmed?	
j. Does the record series result in a computer printout?	·
1. Retention Requirements The following requires the series to be kept:	
a. State Lawyears. d. Audit period	years.
b. Statute of limitationyears. e. Administrative need	years.
c. Federal lawyears. f. Federal retention instructions	years.
Attach copy or excert of laws or regulations. Explain administrative need.	
	•
2. Approved Disposition Instructions  This agency recommends that the file series be cut off at the end of eac  □ Calendar Year; □ Fiscal Year; □ Other	
☐ Hold in the current files area month(s) year(s); then	
☐ Transfer to local holding area; holdyear(s); then	
☐ Transfer to State Records Center; holdyear(s); then	
☐ Destroy.	
Transfer to State Archives for permanent retention.	
□ Other (Specify)	
	•
These instructions apply to all prior and future accumulations of the series.	
Agency Head/Designee (Signature) Date   Records Management Officer (Signature)	Date
	2/2/2
A Neigman Culp 9/24/81 Walker L. Baumgardn	er 19/24/8/
State Records Committee (Signature)	Date
Recommendations in para-	620 9
graph 12 are approved.  State Auditor/Designee  If disapproved, attach letter	7.77
of explanation.) Secretary State/Designee Carroll Hart	7-28-87
Attorney General/Designee	
R-50-71; Rev. 76 (Reverse Side)	T-/-



## APPLICATION FOR RECORDS RETENTION SCHEDULE

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INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section. FOR AGENCY USE FOR RECORDS MANAGEMENT USE 1. Agency Address Application Date Department of Education Application Number Office of Vocational Education Atlanta, Georgia 30334 Date Completed **Application Number** Date Received FEB 2 7 1981 FEB 2 4 1981 2. Person to Contact **Working Title** Telephone Number Faye G. Craig Administrative Secretary 656-6711 3. Action Requested a. 🔀 Establish Retention Schedule; record will continue to accumulate. b. Dispose of present accumulation; no further accumulation anticipated. \_\_ Check One: 
Change; 
Supercede; 
Void 4. Dates of Series 5. Records Series Title (followed by title used in office; if different) Earliest Latest 1 To Date OVE General Subject Files 6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Office of Vocational Education (OVE) is responsible for providing executive management and leadership for the state vocational education program; for the development, execution and maintenance of the state plan for vocational education; and for assisting the 187 school system and 24 area vocational technical institutions in providing effective vocational education programs that meet the needs of local communities throughout Georgia. 7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: administering the OVE. Included are: needs survey questionnaires sent to schools, governmental agencies, the public, professionals, etc; copies of special studies, surveys, and reports concerning Voc. Ed. programs and projects prepared by consultants, special Governor's Committees, task forces, etc.; correspondence, memoranda and brochures relating to meeting, policies, programs, professional associations, etc.: communications with inter and intradepartmental personnel; budget material; travel requests and related expense statements; planning documents; and other documents related to the administration of the Office of Vocational Education. chronologically by fiscal year; thereunder alphabetically by subject. 8. Monthly Reference Rate How often are records referred to which are: One to six months old  $\frac{20}{}$ ; Seven to twelve months old  $\frac{20}{}$ ; Thirteen to twenty-four months old  $\frac{10}{}$ ; twenty-five months and older \_\_\_\_\_\_\_? 9. Annual Rate of Accumulation of Records Letter-size drawers \_\_\_\_\_; Legal-size drawers \_\_\_\_\_; Shelves \_\_\_\_\_; Other (specify) 11/4 laterial drawers

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	X c. Is this a vital re	cord?		
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	c. Federal law	years.	f. Federal retention instructions	years.
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